

CHAPTER ONE

GENERAL INFORMATION

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This Chapter provides a general description of the Naval Aviation Safety Program.

101. PROGRAM POLICY

The Director, Air Warfare Division (N78), Office of the Deputy Chief of Naval Operations (Resources, Warfare Requirements and Assessments) carries out the Naval Safety Program under the auspices of this instruction. This instruction applies to all military and civilian personnel in every Navy and Marine Corps aviation activity throughout naval aviation. Because safety is an inherent responsibility of command, the Naval Aviation Safety Program is implemented by, and carried out through, the chain of command.

102. PURPOSE OF THE PROGRAM

The Naval Aviation Safety Program enhances operational readiness when it preserves the lives and enhances the well-being of its members by protecting the equipment and material they need to accomplish their mission. The Naval Aviation Safety Program supports every aspect of naval aviation. Knowledge gained here may assist other safety efforts. The program may, therefore, yield benefits and preserve resources far beyond its intended scope.

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103. OBJECTIVE OF THE PROGRAM

The Naval Aviation Safety Program succeeds by preventing damage and injury. Potential causes of damage and injury under human control are termed hazards. The goal of the Naval Aviation Safety Program is to eliminate or control hazards.

104. SCOPE OF THE PROGRAM

The Naval Aviation Safety Program encompasses all activities which detect, contain, or eliminate hazards in naval aviation. These activities include:

- a. Aircraft and Unmanned Aerial Vehicle (UAV) design, research, development, test, evaluation, procurement, modification, maintenance, servicing, and operations.
- b. Aircraft and UAV support equipment, facilities, supplies, and weapons.
- c. Personnel selection, training, education, clothing, and equipment.
- d. Policies, procedures, instructions, directives, and publications.

However, to be truly effective, this program must transcend these boundaries and become part of the culture that is Naval Aviation. An effective safety program requires everyone associated with naval aviation to shun the minimum requirements and adopt an active safety culture; one that is constantly renewed by fresh ideas.

105. PROGRAM CONCEPTS

The Naval Aviation Safety Program is based on the concept of necessitarianism which teaches us that mishaps are the inevitable result of their antecedent causes which preceded them in time. (Nothing "just happens.") Thus, it should be clear that we can prevent mishaps when we eliminate their causes beforehand. Preventing injury to people and damage to equipment, requires that we eliminate the hazards that cause damage and injury. The goal of the program is, therefore, to eliminate causes of damage and injury: to eliminate hazards.

- a. Damage and Injury. Damage and injury is divided into two categories: the first results from the proximate causes of

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the mishap. The second entails avoidable or additional damage and injury from factors not associated with the causes of the mishap. If the total damage and injury in an event exceeds an established severity threshold, that event is called a mishap.

b. For example: an improperly designed engine forces an aircraft to crash-land resulting in mishap-level damage. After landing, the aircraft burns because its fuel system was not crashworthy, and some occupants are burned because their flight clothing was not flame-resistant. In this case we not only have a mishap with its associated cause, we also have both damage and injury occurring during a mishap. Both the damage and the injury has its associated cause, neither of which was a cause of the mishap. Although there was only one mishap, there are three hazards which resulted in damage and injury. Under the program all of them must be addressed.

c. Causes of Damage and Injury (Hazards). The word "hazard" may be used interchangeably with "mishap causal factor" and "casual factors of damage or injury."

(1) Mishap Causal Factors. Most mishaps result from two or more causal factors. Without either one of them there would be no mishap. There is no reason, therefore, to rank causal factors as direct, primary, principal, or contributing. The determination of appropriate causal factors can be a difficult task. (Refer to subparagraph 607d(2)(a).) The proper evaluation of the significance of causal factors is called "risk assessment" and is described under "Program Priorities" in paragraph 105d.

(2) Causal Factors of Damage and Injury. A causal factor of damage occurring during a mishap is any hazard which causes avoidable or additional damage. A causal factor of injury occurring during a mishap is any hazard which causes avoidable or additional injury. Although these hazards did not cause the mishap, they added to its severity by causing additional damage or injury. Most mishaps will have correctable damage and injury causal factors that involve such areas as aircrew escape and survival equipment, aircraft or UAV design, or runway construction, to name a few.

(3) Environmental Conditions. Environmental conditions do not cause mishaps. Human beings have no control over daylight, darkness, sea state, hurricanes, tidal waves, or tornadoes. Inadequate weather forecasts or improper weather

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avoidance procedures may cause a mishap, but not thunderstorms, turbulence, or lightning.

d. Prevention of Damage and Injury. Eliminating the hazards which cause them will eliminate mishaps. It's when we fail in this effort that mishaps occur.

e. Risk Management. A very effective tool for controlling and eliminating hazards is Risk Management. Risk management is a decision-making aid, available to all levels in the chain of command, to help identify and reduce risk to the lowest level consistent with mission accomplishment. Risk management applications range from hasty, on-the-run considerations of risks, to working groups studying the application of qualitative and quantitative techniques of mishap prevention. Applied beforehand, it will prevent a mishap. Applied afterward, it will prevent its recurrence. There are five steps in the risk management process.

(1) Identify Hazard. Ask yourself: What is there in the operating environment with the potential to adversely affect the cost of achieving your objective? The most efficient and direct detection of hazards is accomplished by individuals or commands with firsthand knowledge of the circumstances attendant to the hazard. But Aviation Safety Programs at all levels in the chain of command must include methods for hazard detection.

(a) Hazard Detection Before a Mishap. Analyzing data, observing near-mishaps, safety surveys, reviewing command plans, policies, procedures and instructions will all help detect hazards before a mishap.

(b) Hazard Detection After a Mishap. It is vital to the aviation safety program that we discover the hazards which cause mishaps. Permanent Aviation Mishap Boards (AMBs), established at the reporting custodian level, have the primary responsibility of detecting hazards through mishap investigation.

(2) Assess Hazards. Rank the severity and the probability of the identified hazards. Appendix B tells you how to evaluate the level of risk and assign Risk Assessment Codes (RACs) to quantify the degree of risk for any given hazard.

(3) Make Risk Decisions. Starting with the most threatening, select controls that reduce the risk to the minimum

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acceptable level consistent with the mission or tasking.  
Controls may include:

(a) Engineering Controls. Controls such as system redesign or airframe changes reduce hazards or risks through design, material selection or substitution.

(b) Administrative Controls. Limiting the number of personnel or the length of time they are exposed to a hazard, providing warnings, conducting training or making changes to written policies such as NATOPS, are all examples of administrative controls.

(c) Personnel Protective Equipment. Controls that use items such as clothing, helmets and other protective equipment to reduce risk.

(4) Implement Controls. Select the most effective risk control options from the previous step. Now, with those controls in place, one must decide if the benefit of the operation outweighs the risk. If risk outweighs benefit, consider new control options or get help from the chain of command.

(5) Supervise. To maintain their effectiveness, be sure risk controls are working as expected. Constantly evaluate the success of the controls you have put in place.

f. Risk Management rules to remember:

(1) Operational necessity is only invoked when mission's success is more important to the nation than the lives and equipment of those undertaking it.

(2) There is no such thing as operational necessity in a training environment.

(3) Manage by planning. Risks are most easily managed in the planning stage of an operation.

(4) Avoid unnecessary risk. Accept only those that can be controlled and contribute to the success of your mission.

(5) Make risk decisions at the right level - where the decision-maker has the experience and maturity to make a good decision. This is normally at the level of the leader

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directly responsible for the operation. The greater the risk, the higher the authority required to approve taking the risk.

(6) We may accept controlled risks when their benefits outweigh their potential cost. Nothing humans do is completely risk free, especially where aviation is concerned. Risk management is an effective decision-making tool for reducing risk.

g. Hazard Elimination. Eliminating hazards is a three-step process: (1) Reporting of hazards (a safety function). (2) Taking action to correct hazards (rarely a safety function). (3) Monitoring of corrective actions (a safety function).

(1) Reporting Hazards. Every command, every individual, in naval aviation has an obligation to report hazards. Reporting hazards is one form of administrative control that warns similarly-equipped, similarly-tasked commands of new-found dangers. Your Aviation Safety Program must encourage and reward hazard reporting.

(a) Hazard Reporting Before a Mishap. The medium for highlighting hazards before they contribute to a naval aviation mishap is the Hazard Report (HAZREP). Submit HAZREPs whenever the potential for damage or injury exists.

(b) Hazard Reporting After a Mishap. The program provides for reporting hazards which cause mishaps and damage or injury occurring during mishaps via the Safety Investigation Report (SIR). However, a sanitized Hazard Report issued before the SIR is published will often provide the fleet with a timely warning of a potential source of damage or injury. A sanitized Hazard Report excludes the aircraft bureau number and date of incident. See paragraph 404f for specific procedures.

(2) Remedial Action to Correct Hazards. Both Hazard Reports and SIRs have provisions for recommendations to eliminate hazards. Both require endorsements if they are reporting a severe hazard or recommending corrective action by another command. When no additional action is required, the commanding officer's comments may serve as final endorsement on Hazard Reports. Corrective action on Hazard Reports is essentially the same, whether it is identified and reported on before or after a mishap.

(3) Monitoring Corrective Action. Continuous monitoring of corrective actions is necessary to be sure hazards

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do not languish uncorrected. All command safety programs must monitor corrective actions required within the command. The Commander of the Naval Safety Center (COMNAVSAFECEN) monitors corrective actions resulting from all mishaps and most hazards that require endorsement above the squadron level. (See paragraph 905.)

h. Program Priorities. Appendix B discusses risk assessment codes (RACs) which indicate the significance of the threat each hazard poses. RACs are assigned based on the potential severity of damage or injury and the chance that the hazard will result in a mishap. The degree of effort spent to eliminate a hazard should be tailored to the assessed risk assigned. The program includes provisions for the assignment of RACs to hazards so efforts can be focused first on eliminating those hazards which are most severe.

i. The Concept of Privilege. Military and federal courts grant protection under Executive Privilege to information given under promises of confidentiality, and to the analysis, conclusions and recommendations of the AMB and endorsers. Witness statements of those given a promise of confidentiality and deliberative analyses of the AMB are privileged. Any information which would not have been discovered but for information provided under a promise of confidentiality is also privileged. Information directly calculated by the AMB, or developed at the specific request of the AMB, is privileged when disclosing that information would reveal the AMB's deliberative process. Promises of confidentiality may be given by members of the AMB. Members must judge whether confidentiality is necessary to insure that witness' full cooperation. The promise of confidentiality must be explicitly given. When granted, the protected witness must sign the form at appendix 6A-1. Maintain all witness-statements, related documents and records with other mishap documents. The Naval Aviation safety program has long benefited from the willingness of our personnel to confide in AMBs and ASOs. The intent of this restriction is not to erode this free flow of information. Most military members should still warrant being given confidentiality. The fact that the promise will be explicitly given or withheld will strengthen those promises that are given. Witnesses not given promises of confidentiality will sign the form at appendix 6B-1. Information taken from these witnesses remains subject to restrictions on its use and release per this instruction.

(1) Privileged Information. Privileged information shall not be used:

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(a) In any determination affecting the interest of an individual making a statement under assurances of confidentiality.

(b) As evidence or to get evidence in making a misconduct or line-of-duty determination.

(c) As evidence to determine the susceptibility of personnel to discipline.

(d) As evidence in claims on behalf of the government.

(e) As evidence to determine the liability of the government for property damage caused by a mishap.

(f) As evidence before administrative bodies, such as Naval Aviator and Naval Flight Officer Evaluation Boards or Field Flight Performance Boards.

(g) As evidence before, or as any part of, a Judge Advocate General (JAG) Manual Investigation Report.

(h) In any other punitive or administrative action taken by the Department of the Navy.

(i) In any investigation or report other than aviation mishap safety investigations and aviation SIRs.

(j) As evidence in any court, civilian or military.

(2) The Purpose of Designating Information as Privileged. The actions above will:

(a) Overcome an individual's reluctance to reveal complete and candid information about the circumstances surrounding a mishap.

(b) Encourage AMBs and endorsers of aircraft SIR messages to provide complete, open and forthright information, opinions, and recommendations about a mishap.

(3) Rationale. Privilege allows us to tell the truth, safe from fear of retribution. If privileged information was



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allowed to be used for purposes other than safety, vital safety information might be withheld.

(a) Witnesses are not sworn. Requiring them to do so is prohibited. Advise them, in writing, why they are providing their statement and of the limitations placed on its release. Witnesses need not limit their statements to matters to which they could testify in court. Invite them to express opinions and speculate on possible causes of the mishap.

(b) In one respect, the rationale for designating mishap investigative information as privileged is more important than the rationale for encouraging witnesses. AMB's and endorser's must feel free to develop information which could be vital for mishap prevention without fear that it could be used for other than safety purposes. Every SIR involves AMB members and endorsers. Not every mishap has witnesses who would require an assurance of privilege as encouragement to make a statement.

(c) Individuals may be reluctant to reveal information pertinent to a mishap because they believe that information could embarrass themselves, their fellow service members, their command, their employer, or others. They may also elect to withhold information by exercise of their constitutional right to avoid self-incrimination. Members of the armed forces must be assured that they may confide in others for the mutual benefit of fellow service members without incurring personal jeopardy in the process.

(4) Protection of Privileged Information. To continue the revelation, development, and submission of privileged information in aviation SIRs and endorsements, everyone in naval aviation must keep faith with the promises we make while gathering it. Repeated violations of this trust will destroy the credibility of the Naval Aviation Safety Program which has always depended for its success on its ability to protect privileged information. The following safeguards will help protect privileged information:

(a) Witness Statements. Do not share witness statements with any one or any organization except as authorized in this instruction.

(b) Investigations. The distinction between aviation mishap safety investigations and other investigations is important and must be understood. Aviation mishap safety investigations shall be independent of, and separate from, all

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other investigations. The safety investigation is the primary investigation and shall initially control all witnesses and evidence unless there is clear evidence that criminal activity caused the mishap. Parallel investigations may be conducted and the sharing of non-privileged information between investigations is encouraged. The safety investigation shall ensure that other investigations are given access to factual information and documents not derived from privileged safety information and witnesses. Whenever evidence of criminal activity which is causal to the mishap is discovered, the safety investigators shall suspend their investigation, preserve the evidence, and immediately notify the safety convening authority. The convening authority will contact the Naval Safety Center for further guidance.

1. Inter-service participation in aviation mishap investigations (authorized by COMNAVSAFECEN or higher authority) is the only time information and opinion may be shared outside the AMB. Cooperation between investigative boards may include division of labor, joint review of evidence, exchange of witness' statements, and joint deliberations.

2. Occasionally mishaps involving naval aircraft, facilities and personnel will meet the reporting criteria of more than one mishap reporting system. When that happens, reporting custodians shall send their initial mishap report and describe, in paragraph 7, the unusual circumstances they have encountered. COMNAVSAFECEN and the controlling custodian, will determine which mishap reporting system will be used.

3. Aviation mishap boards and investigations may require the help of other activities. Requests for help are not privileged and must be carefully reviewed to be sure they do not contain privileged information. Technical specialists working with AMBs are not board members. Exclude them from deliberations and deny them access to the content of the SIRs (except as authorized elsewhere in this instruction).

(c) Investigators. Members of AMBs shall not, nor may they be requested to, divulge their opinion or any information which they arrived at, or to which they became privy, in their capacity as a member of an AMB. Do not assign members of AMBs to any other investigation of the same mishap. Do not assign AMB members to a JAG Manual Investigation or Naval Aviator or Naval Flight Officer Evaluation Board, or Field

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Flight Performance Board, convened as a result of the same mishap.

(d) Independence of Safety Investigation Reports

1. The SIR package consists of two parts. Part A includes nonprivileged data; Part B includes privileged. Do not append parts A and B of the SIR package or extracts from parts A and B to, or include them in, JAG Manual Investigation Reports, Fleet Naval Aviator or Naval Flight Officer Evaluation Board Reports, Field Flight Performance Board Reports, nor any other report. Do not include Navy JAG as an addressee on SIRs.

2. Likewise, to prevent any inference of association with disciplinary action, do not append reports of JAG Manual Investigations, Fleet Naval Aviator or Naval Flight Officer Evaluation Board Reports, and Field Flight Performance Board Reports to any SIR.

(e) Administrative Safeguards

1. Material from part A which is not privileged, may be disclosed by COMNAVSAFECEN. The privileged material in part B will not be released for any purpose, except aviation safety. COMNAVSAFECEN is the only releasing authority for material in either part A or part B. The same nonprivileged material is available in the original source documents for the JAG Manual Investigation.

2. Distribution of any part, including documents or forms, from an SIR to any person or any command not specified in this instruction or authorized by Chief of Naval Operations (CNO), is strictly prohibited. Only the Secretary of the Navy may authorize release to other than aviation safety organizations.

3. Use Standard Subject Identification Code (SSIC) 3752 on all SIR messages and endorsements to help receiving commands limit internal distribution. Commands must strictly limit the distribution of SIRs to those who require the report for safety purposes.

4. Privileged reports and endorsements required by this instruction shall include:

SUBJ/NAVAL AVIATION SAFETY INVESTIGATION REPORT (SIR) (REPORT SYMBOL OPNAV 3752-1)//

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After the initial heading with its identification of the mishap, and directly after RMKS/ the following caption will be inserted in SIR messages and their endorsements.

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FOR OFFICIAL USE ONLY

THIS IS A PRIVILEGED, LIMITED-USE, LIMITED-DISTRIBUTION, SAFETY INVESTIGATION REPORT. UNAUTHORIZED DISCLOSURE OF THE INFORMATION IN THIS REPORT OR ITS SUPPORTING ENCLOSURES BY MILITARY PERSONNEL IS A CRIMINAL OFFENSE PUNISHABLE UNDER ARTICLE 92, UNIFORM CODE OF MILITARY JUSTICE. UNAUTHORIZED DISCLOSURE OF THE INFORMATION IN THIS REPORT OR ITS SUPPORTING ENCLOSURES BY CIVILIAN PERSONNEL WILL SUBJECT THEM TO DISCIPLINARY ACTION PURSUANT TO CIVILIAN PERSONNEL INSTRUCTION 752. THIS REPORT MAY NOT BE RELEASED, IN WHOLE OR IN PART, EXCEPT BY THE COMMANDER, NAVAL SAFETY CENTER.

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5. Do not readdress SIR messages to activities outside the DON, unless specifically authorized by CNO, Commandant of the Marine Corps (CMC), or COMNAVSAFECEN. Controlling custodians, CNO, CMC, or COMNAVSAFECEN may readdress SIRs and endorsements to DON addressees for endorsement or remedial action.

6. Transmit SIR messages and their endorsements only through military electronic communications facilities.

(f) Special Handling. The term "special handling" assures that access to these privileged documents is strictly limited to those individuals concerned with naval aviation safety. Apply common sense to determine exactly what handling actions would be appropriate. For example:

1. Uncontrolled distribution of SIRs (such as placing them in reading racks, on general access message boards, or on bulletin boards) is altogether inappropriate. Distributing SIR's on Local Area Networks (LAN), electronic mail (E-Mail), or bulletin board systems (BBS) shall be controlled and authorized only by the commander, commanding officer or safety officer.

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2. Routing SIRs in file folders, which ensures only those who need to know their content for safety purposes, would be appropriate.

3. Addressees on Collective Address Designator (CAD) messages must be closely controlled. Only commands or agencies routinely flying a specific aircraft or in the endorsing chain for mishaps of that aircraft or UAV which have an ASO billet assigned, will be included.

(g) For Official Use Only. All reports required by this instruction must be labeled FOR OFFICIAL USE ONLY (FOUO). Check SECNAVINST 5720.42F for instructions on handling FOUO material.

(5) Dissemination of Essential Safety Information. COMNAVSAFECEN will share safety information gleaned from reports received under this instruction. At a minimum, distribution will be made to the controlling custodians. The privileged status of a SIR will never inhibit the swift dissemination of this essential information. COMNAVSAFECEN shall, in order of preference:

(a) Extract essential safety information from the report and disseminate that information through an article in a periodical, flight safety advisory message, analyst newsletter, or correspondence concerning recommended corrective action.

(b) Expunge from the report all data which could reveal the identity of any person, organization, or event, then provide the essential safety information which remains.  
(Sanitized Reports)

(c) Readdress the SIR message.

106. AUTHORITY TO, AND ACCOUNTABILITY FOR RELEASING INFORMATION ABOUT NAVAL AVIATION SAFETY

Absent specific authorization from the CNO, Naval Aviation Safety Program information shall be released only as specified in this paragraph. These rules are regulatory orders which apply to all DON personnel without further implementation. A violation of these provisions by military personnel is punishable under the Uniform Code of Military Justice (UCMJ), and forms the basis for disciplinary action against civilian employees.

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a. Release of Privileged Information About Individuals. Do not maintain privileged information in a system of records from which information may be retrieved using the name of a person or by some number, symbol, or other identifier assigned to a person. Requests for privileged information about an individual may be sent to COMNAVSAFECEN.

b. Release by an Individual Having Knowledge of Safety Investigation Reports. It is forbidden for anyone with knowledge of the content of an SIR, to release that information, except as this instruction permits. Report immediately any request for such information to the Naval Safety Center (DSN 564-3520 Ext 7226/COML (757) 444-3520 Ext 7226).

c. Release to Other U.S. Military Services. Safety program information may be shared between U.S. military forces through their respective safety centers. Control all such information in a manner that will prevent the compromise of privileged information.

d. Release to the News Media. Mishap information derived from the MDR message may be released to news media pursuant to DON Public Affairs Regulations (SECNAVINST 5720.44A). We must, when dealing with the press, protect the privileged status of SIRs.

e. Release Based on the Privacy Act of 1974. Persons desiring information collected in a system of records subject to the Privacy Act shall forward requests to COMNAVSAFECEN, Attn: Code 03.

f. Release Based on the Freedom of Information Act (FOIA). Forward any requests for information that either expresses or implies they are based on the Freedom of Information Act to COMNAVSAFECEN, Attn: Code 03.

g. Release to the Congress. Forward requests for information from the Congress, its committees, or members to CNO or CMC, as appropriate.

h. Release to Relatives of Persons Involved in Aviation Mishaps. The Naval Military Personnel Manual and the Marine Corps Casualty Procedures Manual define how to notify relatives of persons involved in aviation mishaps. Make no reference to causal factors of a mishap. Do not provide classified information. Do not show, discuss, or give an aviation SIR to the next of kin or their representative.

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i. Subpoenas for Information. Refer any subpoenas for aviation mishap information to the Navy JAG (Code 34), 1322 Patterson Avenue SE, Suite 3000, Washington Navy Yard, DC 20374-5066 with copy to COMNAVSAFECEN, Attn: Code 03.

j. Release to North Atlantic Treaty Organization (NATO) Nations. Standardized Agreement (STANAG) 3101 FS, Dissemination of Aircraft/Missile Accident Information (NOTAL) authorizes COMNAVSAFECEN to exchange Naval Aviation Safety Program information with NATO nations operating common types of aircraft and missiles. Forward any such requests for information to COMNAVSAFECEN, Attn: Code 101.

k. Release to Technical Representatives and Contractors. Send any requests for mishap information from technical representatives, manufacturers, and contractors, or their agents, to COMNAVSAFECEN via COMNAVAIRSYSCOM (AIR-5.0F) for endorsement and certification of the legitimacy of such requests. COMNAVSAFECEN will then furnish the information and stipulate that it can be used only for safety purposes and shall not be released further.

l. Release to Navy, Marine Corps, and Other DON Activities. Forward all requests for mishap information from Navy, Marine Corps, and other DON activities to COMNAVSAFECEN (Code 101).

m. Release to Foreign Governments. Send all requests for information from foreign governments outside NATO to CNO (N33F).

n. Release of Privacy Information. Handle the names of individuals not involved in the mishap and the Social Security Numbers of all individuals in the report as directed by the applicable sections of reference (a). To protect the privacy rights of surviving family members, do not release photographs of human remains included in the Aeromedical Analysis (AA) or autopsy reports.

o. Unspecified Cases. Forward all requests for information not covered above to COMNAVSAFECEN (Code 101).

#### 107. PROGRAM RESPONSIBILITIES

This paragraph describes the Naval Aviation Safety Program responsibilities of:

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Director, Air Warfare  
Deputy Chief of Staff for Aviation, Headquarters, U.S.  
Marine Corps  
Director, Safety Division, Headquarters, U.S. Marine Corps  
Chief, Bureau of Medicine and Surgery  
Action Agencies for Mishap Safety Investigation Report  
Recommendations (MISRECs)  
Commander, Naval Safety Center  
Director, School of Aviation Safety, Naval Postgraduate  
School (NAVPGSCOL)  
Commanders of Organizations Requiring Aviation Safety  
Officer Billets  
Aircraft or UAV Controlling Custodians (defined below)  
Commanders of Naval and Marine Corps Air Stations and  
Facilities  
Government Flight Representatives (GFRs)  
Aircraft or UAV Reporting Custodians (defined below)  
Aviation Safety Officers  
Aviation Safety Specialists  
Senior Member, Aviation Mishap Boards  
Members, Aviation Mishap Boards  
All Naval Aviation Personnel

NOTE: Commands may discover they have responsibilities under more than one category. A Naval Air Station, for example, may have responsibilities as an organization with an ASO billet, as an airfield, and as a reporting custodian.

a. Director, Air Warfare Division (N78) shall:

(1) Implement, direct, and supervise the Naval Aviation Safety Program within the office of CNO.

(2) Coordinate with the Deputy Chief of Staff for Aviation, Headquarters, U.S. Marine Corps, on matters which affect Marine aviation safety.

b. Deputy Chief of Staff for Aviation, Headquarters, U.S. Marine Corps shall:

(1) Coordinate with the Director, Air Warfare Division on matters which affect Marine aviation safety.

(2) Perform, for CMC, the responsibilities of Controlling Custodian for selected non-Fleet Marine Force (FMF) Marine aviation activities.



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(3) Coordinate with the Director, Safety Division, U.S. Marine Corps, on matters which affect Marine aviation safety.

c. Director, Safety Division, Headquarters, U.S. Marine Corps shall:

(1) Advise and assist the Deputy Chief of Staff for Aviation, Headquarters, U.S. Marine Corps on matters which affect Marine aviation safety.

(2) Provide policy and direction for Marine Corps aviation safety programs.

d. Chief, Bureau of Medicine and Surgery (BUMED) shall:

(1) Advise and assist in support of medical investigations into naval aviation mishaps.

(2) Provide pathology services to process tissue from aviation mishaps as directed by this instruction, and BUMEDINST 6510.2F.

(3) Train flight surgeons thoroughly in medical pre-mishap planning, medical investigation of aviation mishaps, and their role as members of aviation mishap boards.

(4) Provide all aircrew with timely and complete medical services from properly trained and designated flight surgeons.

e. Action Agencies for Mishap Safety Investigation Report Recommendations (MISRECs). These activities are most often CNO, CMC, and COMNAVAIRSYSCOM, but may be any naval activity senior to, or external to, commands of controlling custodians. These activities shall respond to reports per chapter 9 of this instruction.

f. Commander, Naval Safety Center shall:

(1) Advise and assist CNO/CMC in the formulation, administration, and monitoring of the Naval Aviation Safety Program.

(2) Under exceptional circumstances, waive or change the investigation and reporting requirements of this instruction.

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(3) Conduct final review, evaluation, and classification of all naval aviation SIRs.

(4) Analyze and distribute safety information received in reports required by this instruction.

(5) Maintain a repository for all reports and related data submitted per this instruction.

(6) Administer a system for accountability of naval aviation mishaps and mishap exposure data.

(7) Release mishap data as directed.

(8) Develop standards and publish procedures for aviation mishap investigation.

(9) In special cases, initiate and conduct naval aviation mishap investigations under the authority of CNO.

(10) Administer the Mishap and Hazard Tracking (MISTRAC) Program per Chapter 9 of this instruction.

(11) Liaise with safety organizations in the other armed services, the Department of Defense (DOD), Director, Aviation Safety Programs Naval Postgraduate School (NAVPGSCOL), naval aviation commands at all levels, and offices and bureaus within the DON.

(12) Advise and assist CNO and CMC in the administration of the naval aviation safety awards program.

(13) Research, study, compile and analyze naval aviation safety statistics.

(14) Sponsor and attend conferences, symposia, seminars, and ad hoc groups in the furtherance of safety.

(15) When invited, conduct aviation safety surveys.

(16) Publish naval aviation safety magazines, and explore and exploit any other media which will strengthen and support the Naval Aviation Safety Program.

(17) Help review and evaluate aviation system safety engineering efforts, acquisitions, and modifications to current

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equipment. Participate selectively on boards, at conferences, in studies, and design reviews.

(18) Selectively participate in engineering proposal evaluations and maintenance feasibility inspections of new aviation production systems and equipment, and in production improvement conferences.

(19) Assist appropriate offices, commands, and agencies prepare operating instructions.

(20) Maintain membership on NATOPS boards and councils.

(21) Act as technical advisor on aviation safety for all naval education and training courses, films, training aids, and devices.

(22) As necessary, request support from the Armed Forces Institute of Pathology.

g. Director, School of Aviation Safety, Naval Postgraduate School shall:

(1) Advise COMNAVSAFECEN on the education and training aspects of the Naval Aviation Safety Program.

(2) Develop and conduct courses to prepare personnel for duty in safety-related billets to include:

(a) An Aviation Safety Officer (ASO) Course.

(b) An Aviation Safety Command (ASC) Course.

(3) Develop and conduct appropriate courses of instruction to educate, train, and raise safety awareness of personnel in billets which effect the Naval Aviation Safety Program.

(4) Develop and implement appropriate graduate education policies and programs to provide qualified subspecialists to meet the needs of the CNO/CMC, and COMNAVSAFECEN.

(5) Advise and assist COMNAVSAFECEN in safety-related research projects.

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(6) Assist COMNAVSAFECEN and aviation organizations in support of the Naval Aviation Safety Program.

h. Commands with ASO Billets Assigned. These activities include Type Wings, Marine and Navy aircraft wings, Marine air groups, air stations, Training Wings, and all activities that are reporting custodians. Commanders of these organizations with ASO billets shall:

(1) Assign only graduates of the Aviation Safety School who are naval aviators or naval flight officers to the primary duty of Aviation Safety Officer. Make every effort to assign an officer who has been to the school in the past 4 years or provide that officer with ASO training.

(2) Structure the command in a way that assures the ASO has either direct access to the Commander or the Commanding Officer or access via the Safety Department Head or the Section Head.

(3) Assign an Enlisted Aviation Safety Specialist as an assistant to the ASO. This person must be a graduate of the Aviation Safety Specialist Course (A-493-0065), taught by the Naval Occupational Safety and Health Training Center (NAVOSHENVTRACEN), or attend within 6 months of the assignment.

(4) Establish and maintain a Command Aviation Safety Program per chapter 2 of this instruction.

(5) Refrain from assigning the ASO to punitive or disciplinary duties such as Administrative Discharge Boards or JAG Manual Investigations.

i. Controlling Custodians. For purposes of this instruction and without effecting command relationships established for other purposes, controlling custodians are:

CNO

CMC

Commander, Naval Air Force U.S. Atlantic Fleet  
(COMNAVAIRLANT)

Commander, Naval Air Force U.S. Pacific Fleet  
(COMNAVAIRPAC)

Commander, U.S. Marine Forces Atlantic (COMMARFORLANT)

Commander, U.S. Marine Forces Pacific (COMMARFORPAC)

Chief of Naval Air Training (CNATRA)

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Commanding General, 4th Marine Aircraft Wing (CG  
FOURTH MAW)  
Commander, Naval Air Reserve Force (COMNAVAIRESFOR)  
Commander, Naval Air Systems Command (COMNAVAIRSYSCOM)

Controlling custodians shall:

(1) Establish and maintain a Command Aviation Safety Program, per this instruction, managed by a trained ASO.

(2) Advise and help subordinate commands conduct their Command Aviation Safety Programs.

(3) Define endorsing chains for subordinate commands.

j. Commanders of Naval and Marine Corps Air Stations, air facilities, and expeditionary airfields shall:

(1) Establish and maintain a Command Aviation Safety Program.

(2) Maintain a pre-mishap plan coordinated with those of near by commands.

(3) Report aviation mishaps occurring within their area of responsibility.

(4) Secure aircraft or UAV wreckage within their area of responsibility.

(5) Support AMBs and mishap investigations of other services, including wreckage recovery, transportation and salvage.

(6) Manage relations with local authorities, the public, and the press.

(7) Investigate and process claims originating from aviation mishaps.

(8) Provide access to, or a list of, environmental experts capable of coordinating the removal of environmental wastes and contaminants from a crash site and determining the extent of environmental damage.

(9) Stock tools and equipment not normally carried in squadron investigation kits, such as: Tyvex suits, positive

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breathing apparatuses, picks, shovels, gas-driven circular saws, tri-walls, pallets, camping gear for site security, foul-weather gear, water buffalo, sanitation equipment, food, communication equipment, floor wax (to dampen composite materials), and flood lights.

k. Government Flight Representatives (GFR) shall:

(1) Liaise between the manufacturer to whom they are assigned and COMNAVSAFECEN.

(2) Forward all requests for naval aviation safety information to COMNAVSAFECEN via COMNAVAIRSYSCOM (AIR-5.0F) who will certify its legitimacy.

(3) Insure those who request naval aviation safety information understand that data from the Naval Safety Center is for safety purposes only and shall not be released by the requester.

(4) Ensure that SIRs are neither revealed nor released to unauthorized personnel.

l. Reporting Custodians are commanding officers of Navy and Marine Corps aviation organizations who are responsible to account for, or otherwise provide information about, assigned aircraft or UAV. OPNAVINST 5442.2G (NOTAL) also contains information about aircraft and UAV custody.

Reporting Custodians shall attend the Aviation Safety Command Course and:

(1) Appoint and maintain a standing AMB per this instruction.

(2) Establish and maintain a pre-mishap plan.

(3) In case of a naval aviation mishap involving aircraft or UAV's in their custody,

(a) Direct their AMB to investigate or request relief from mishap investigation and reporting responsibilities per this instruction.

(b) Ensure composition of their AMB is appropriate for the circumstances of the mishap.

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(c) Request planning and estimator services necessary to determine severity of aircraft or UAV damage.

(d) Request engineering assistance in support of the investigation.

(e) Request other service personnel as observers to unit AMB.

(f) Request investigative assistance.

(g) Request help to recover wreckage.

m. Aviation Safety Officers shall:

(1) Act as principle advisor to the commanding officer on all aviation safety matters.

(2) Advise and assist the commanding officer in establishing and managing the Command Aviation Safety Program per this instruction.

(3) Maintain appropriate aviation safety records and mishap statistics.

(4) Coordinate safety matters among the organization's staff.

(5) Occupy a primary billet assignment.

n. Aviation Safety Specialists (safety petty officer or non-commissioned officer) shall:

(1) Assess risks.

(2) Train work center personnel in mishap prevention.

(3) Maintain records of the use, storage, labeling, and disposal of hazardous material.

(4) Monitor surveillance programs applicable to hearing and sight conservation and respiratory protection.

(5) Teach new people about specific safety hazards.

(6) Identify and mark properly all hazard areas.

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(7) Oversee the selection, care and use of personal protective equipment.

(8) Ensure machine guards are in place and safety precautions posted.

(9) Investigate and maintain records of all injuries and mishaps.

(10) Investigate in-house hazard reports.

(11) Evaluate Navy occupational safety and health (NAVOSH) performance. Coordinate safety programs, such as motor vehicle, recreation and home safety.

o. Senior Member, Aviation Mishap Boards shall:

(1) Train the AMB.

(2) Equip and keep ready the command mishap investigation kit.

(3) Test the command pre-mishap plan.

(4) When appropriate, recommend the appointing authority:

(a) Augment the AMB, replace its members, or change its composition to comply with this instruction.

(5) Supervise investigations conducted by the AMB and publish their findings.

(6) Know this instruction, the Technical Manual (NOTAL), Safety Investigation Techniques (NAVAIR 00-80T-116) (NOTAL), the Command Aviation Safety Program, and the command pre-mishap plan.

(7) Lead the AMB through consensus. All members have an equal voice. No one has a veto.

p. Aviation Mishap Board Members shall:

(1) Know this instruction, the Technical Manual (NOTAL), Safety Investigation Techniques (NAVAIR 00-80-T-116) (NOTAL), the Command Aviation Safety Program, and the command pre-mishap plan.



(2) As directed by the AMB senior member, participate in the investigation of hazards and mishaps. Help prepare the reports required by this instruction.

q. All Naval Aviation Personnel shall:

(1) Know those safety regulations and directives applicable to them and to their assigned duties.

(2) Follow established safety standards.

(3) Report hazards and mishaps in accordance with their Command Aviation Safety Program and this instruction.

(4) Submit to physical examination and biological testing as deemed necessary by Commanding Officer, Reporting Custodian, Senior Member of AMB or Naval Safety Center Mishap Investigation Representative, following any mishap or incident with potential to meet defined naval mishap limits as set in this instruction.

108. ACCOUNTABILITY FOR AVIATION MISHAPS

a. General Rule. The COMNAVSAFECEN assigns each naval aviation mishap to one reporting custodian. As a result, accountability can be consistently determined regardless of a mishap's causal factors. This prevents lengthy delays and avoids the dilemma wherein causal factors are attributed to two or more reporting or controlling custodians, or to activities which are not naval aircraft or UAV custodians. This rule assures proper accountability and valid mishap statistics.

b. Exceptions to the General Rule

(1) Multi-Aircraft Mishaps. When mishaps involve aircraft from more than one custodian, the general rule could result in double-counting a single event. To avoid this, COMNAVSAFECEN will assign one reporting and one controlling custodian for each mishap. (See paragraphs 513 and 605f.)

(2) Interservice Aviation Mishaps are those which involve aircraft or UAV's of one military service and the aircraft or UAV's, personnel, services, facilities, or equipment, of another. In such cases the general rule could again result in double-counting a single event. Only one service will assume accountability and DOD reporting

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responsibility for the mishap, its attendant costs, and injuries. The Commanders of the military safety centers from the services involved will jointly determine accountability. If agreement cannot be reached, each service shall report its own losses for the mishap.

(3) Naval Aviation Depot Mishaps. Assign mishaps involving naval aircraft in the custody of a Naval Aviation Depot to COMNAVAIRSYSCOM.

(4) Chief of Naval Air Training (CNATRA) Mishaps. When the Training Wing Commander is the reporting custodian for a training command aircraft involved in a mishap, the commanding officer of the training squadron involved will undertake the responsibilities of the reporting custodian pursuant to this instruction. If more than one squadron is involved, the senior commanding officer will commence the mishap investigation. (See paragraph 605f) CNATRA Instruction 3750.23K, Naval Air Training Command Aircraft Mishap and Hazard Reporting (NOTAL) refers.

(5) Contractor Mishaps. Assign mishaps to aircraft or UAVs in the physical custody of a commercial contractor to the controlling custodian who oversees the writing and administration of the contract.

(6) Aircraft or UAVs Temporarily Assigned to Another Reporting Custodian. Controlling custodians may approve temporary loan of aircraft or UAVs between reporting custodians. The receiving custodians may assume responsibility for mishaps occurring while the aircraft or UAV is in their possession.

c. Unclear Cases. COMNAVSAFECEN will determine accountability in any case where it is unclear. See paragraph 819 for absolution of a mishap.

#### 109. OTHER APPLICABLE DIRECTIVES

a. NWP 3-50.1A, Search and Rescue (SAR) Manual (NOTAL). The SAR manual requires a rescue report whenever a rescue involving naval rescue personnel, rescue vehicles, ships, or aircraft is attempted.

b. NAVAIR 00-80T-116-Vols 1-4 Technical Manual, Safety Investigation Techniques (NOTAL). This handbook helps naval aircraft mishap investigators conduct a thorough and comprehensive investigation. It also contains some guidance for pre-mishap plans.

c. NAVAIR 00-80T-67, Aircraft Safety Engineering Accident Prevention Guide (NOTAL). This instruction guides Cognizant Field Activity (CFA) engineering personnel in the performance of field investigations and engineering investigations at depot level facilities, manufacturing plants, or technical activities.

d. OPNAVINST 1650.24B, Chief of Naval Operations Aviation-Related Awards (NOTAL). This instruction contains the policy and procedures for selecting the annual winners of the CNO Aviation Safety Awards, the "Readiness Through Safety Award," the "Admiral James S. Russell Naval Aviation Flight Safety Award," the "Admiral Flatley Memorial Award" and the "Grampaw Pettibone Award." The instruction also provides for absolving reporting custodians of mishap accountability.

e. OPNAVINST 3100.6G, Special Incident Reporting (OPREP-3, Navy Blue and Unit SITREP) Procedures (NOTAL). OPREP 3 reports have precedence over all others when an aviation mishap meets the criteria of OPNAVINST 3100.6G. Do not construe this as obviating other reporting requirements. While some preliminary reports required by the Naval Aviation Safety Program (except the 60-minute telephone report to COMNAVSAFECEN) will temporarily yield precedence to OPREP-3 reporting, submit them as soon as possible thereafter. The OPREP-3 system relieves only the command submitting OPREP-3 reports from submitting other reports. A command, therefore, is not relieved of the reporting requirements of this instruction when another activity or agency submits the OPREP-3 report for the incident.

f. MCO P3500.14A, Aviation Training and Readiness Manual (NOTAL). This manual standardizes the aviation training syllabi of the Marine Corps and describes specific requirements for aircrew qualifications.

g. OPNAVINST 3710.7R, NATOPS General Flight and Operating Instructions (NOTAL). This directive prescribes general flight and operating instructions and procedures for all naval aircraft and related activities.

h. NAVAIR 00-80T-114, Air Traffic Control Facilities Manual (NOTAL). This manual describes how to operate and administer Navy and Marine Corps air traffic control facilities ashore. Sections of it are applicable to: shipboard carrier air traffic control centers (CATCCs), helicopter direction centers (HDCs), tactical air control squadrons (TACRONs), and fleet area control

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and surveillance facilities (FACSFACs). It also lists other directives pertinent to operating air traffic control facilities.

i. OPNAVINST 3750.16B, Participation in a Military or Civil Aircraft Accident Safety Investigation (NOTAL). This joint regulation is common to all armed forces. It provides for military participation in certain National Transportation Safety Board (NTSB) investigations, NTSB or Federal Aviation Administration (FAA) participation in certain military investigations, and the release of certain information related to military aviation mishap investigations to the NTSB and FAA. The instruction requires notification of an FAA facility when the FAA is involved in naval aviation mishaps.

j. NAVAVNLOGCENINST 4710.1, Establishment of Procedures for the Recovery, Repair, and Salvage of Defective and Damaged Naval Aircraft (NOTAL). This instruction describes procedures for the recovery, repair, and salvage of damaged naval aircraft.

k. OPNAVINST 4790.2H, The Naval Aviation Maintenance Program (NAMP) (NOTAL). This directive describes how to dispose of aircraft logs and records, and submit Hazardous Material Reports (HMRs), Quality Deficiency Reports (QDRs), Technical Publication Deficiency Reports (TPDRs), Explosive Mishap Reports (EMRs), and requests for Engineering Investigations (EIs). Occasionally, reports may be required by both OPNAVINST 4790.2H and this instruction, for example: Explosive Mishap Reports. Caution: Reports and requests submitted under OPNAVINST 4790.2H are not privileged. Exercise special care to be sure those reports and requests are free of privileged information. More naval aviators read OPNAVINST 3750.6R hazard reports than maintenance reports. To reach the widest possible aviator audience, submit a HAZREP.

l. BUMEDINST 5100.11, Aeromedical Safety Officer (AMSO) Program (NOTAL). Describes the mission and function of the Aeromedical Safety Officer. The instruction identifies and assigns billets for Flight Surgeons, Aviation Physiologists, and Aviation Psychologists to Navy and Marine Corps aviation establishments.

m. OPNAVINST 5100.19D, Navy Occupational Safety and Health (NAVOSH) Program for Forces Afloat (NOTAL). This instruction tells afloat commands how to administer, organize, and train for the NAVOSH program. Further, it describe hazard control techniques and the safety requirements for the program.

n. MCO 5101.8, Marine Corps Ground Mishap Reporting (NOTAL). Although this Order tells how to report ground mishaps, it also outlines reporting requirements for Marine Corps aviation facilities. These reports include the Mishap and Injury Report, the Investigation Report of Motor Vehicle Accidents, the Consolidated Mishap Report, and the Quarterly Report of Occupational Injuries and Illnesses.

o. OPNAVINST 5102.1C, Mishap Investigation and Reporting. While Aviation Mishap Investigations are not conducted under this instruction, it does require naval aviation activities to submit the Accidental Injury or Death Report, the Material (Property) Damage Report, the Explosive Mishap Report, the Motor Vehicle Accident Report, SAFETYGRAMS, and the Report of Navy Civilian Occupational Injuries and Illnesses.

p. SECNAVINST 5211.5D, Department of the Navy Privacy Act (PA). This instruction guides the DON in the implementation of the Privacy Act of 1974. It describes how the DON will collect, maintain, and safeguard privacy act information.

q. SECNAVINST 5212.5D, Disposal of Navy and Marine Corps Records. This instruction prescribes policies and procedures for records disposal. Paragraph 110 in this document describes how to retain and dispose of safety records.

r. SECNAVINST 5300.28C, Military Substance Abuse Prevention and Control. This instruction outlines DON policy concerning testing for substance abuse and covers biological testing following naval mishaps.

s. BUMEDINST 5360.1, Decedent Affairs Manual. This manual is used with current directives concerning casualty reporting, casualty notification, casualty assistance, and burial honors.

u. SECNAVINST 5720.42F, Department of the Navy Freedom of Information Act (FOIA) Program. This instruction outlines the policies and procedures to follow when disclosing naval records. It establishes time limits for responding to requests to inspect or obtain copies of DON records.

v. JAGINST 5800.7C, Manual of the Judge Advocate General (NOTAL). This manual regulates DON legal matters. It defines the differences between JAG Manual Investigations of aviation mishaps and an aviation mishap safety investigation. The manual

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also tells what to do if an AMB member becomes the subject of a service of process or subpoena arising from official duties.

x. BUMEDINST 6510.2F, Aviation Pathology Program (NOTAL). This instruction describes the Aviation Pathology Program in the DON. It requires naval medical facilities and the Armed Forces Institute of Pathology to cooperate. It gives general guidance on aviation pathology sample collection, handling, and processing.

#### 110. RETENTION OF RECORDS

a. Squadrons and Staffs shall retain reports and endorsements required by this instruction 2 years from the mishap date, then destroy them. COMNAVSAFECEN shall retain and destroy reports and endorsements in accordance with chapter 3 of SECNAVINST 5212.5D, Records Disposal Manual.

b. Statements, diagrams, photographs, and notes, gathered by an AMB during an investigation, but not included in the SIR, shall be retained by the AMB's appointing authority until the date of SIR's last endorsement. Absent any action involving these documents at that time, destroy them. AMB members shall not keep a personal copy of the SIR. If Navy legal authorities tell you of pending legal action, store source documents used in the investigation in a secure area until the legal process has run its course. Call COMNAVSAFECEN Staff Judge Advocate at DSN 564-3520 Ext 7047 or COML (757) 444-3520 Ext 7047 for guidance.

c. File SIRs by aircraft or UAV type and date of mishap. Do not file SIRs according to any person's name or other personal identifier. Do not retrieve information from SIR files by an individual's name or other personal identifier.

d. Ship aircraft logs and records of destroyed aircraft to Washington National Records Center, 4205 Suitland Road, Suitland, MD 20023, per OPNAVINST 4790.2H.

e. Dispose of service and health records of missing or deceased naval personnel instructions like the service record. (NAVMILPERS Manual, Section 5030141 or USMC Individual Record/Administrative Manual, refers.) Dispose of all other records locally. Aviator's log books may be given to the next of kin.

f. Make every effort to purge files quickly. SIRs may be retained as a training aid only after you expunge every trace of

identifiable data which could connect the report to an individual, organization, or a particular mishap from the record. Protect these training SIR's just like other privileged documents. Mark them conspicuously.

111. NATO STANDARDIZED AGREEMENTS (STANAGS)

It is important for Allies to standardize the way they operate with each other. The NATO Allies have expanded this standardization into aviation safety. When operating with NATO nations you should check to see if the nation has ratified the STANAG or ratified with reservations. The STANAGs that relate to aviation safety and the U.S. Navy's implementing document are:

a. STANAG 3117 FS - Aircraft Marshalling Signals-Aircraft Signals NATOPS Manual (NOTAL).

b. STANAG 3379 FS - In-Flight Distress Signals-Aircraft Signals NATOPS Manual (NOTAL).

c. STANAG 3531 FS - Investigation of Aircraft Accidents-OPNAVINST 3750.6Q (NOTAL). (See paragraph 610.)

d. STANAG 3533 FS - Safety Rules for Flying Displays-OPNAVINST 3710.7Q (NOTAL).

e. STANAG 3564 FS - Rules for Live Air Weapons Demonstrations- OPNAVINST 3710.7Q (NOTAL).

f. STANAG 3750 FS - AIRMISS Reporting and Investigation-OPNAVINST 3750.6R (NOTAL).

g. STANAGs and other standardization documents may be obtained by:

(1) Telephone orders. A touch-tone phone is required. Call the Defense Printing Office at commercial (215) 597-1187 through 1198 (yes, 12 lines are available) or DNS 442-1187 through 1198. This will connect the caller to a computerized telephone system that will ask several questions about the request(s). The appropriate responses need to be punched into the telephone. IMPORTANT: Replace the letter "Q" with the number "7" and the letter "Z" with the number "9" as these letters are not on the telephone. When the caller reaches the point of punching in the requested document, please enter as shown in the examples below:

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(a) ASCC Air Standard (AIR STD) or Advisory Publication (ADV PUB) are normally identified by phone, enter without spaces and slashes; i.e., AIR STD 20/14F becomes AIRSTD2014F.

(b) NATO Standardization Agreements (STANAGs) are ordered by punching in, for example STANAG3000. Note there are no spaces.

(c) If requested document is not available the computerized telephone system will immediately inform the caller. If it is in stock, the requester will be asked to confirm the order a second time. Delivery takes 2 to 4 weeks.

(d) NATO Allied Publications (AAP, ACP, ATP, etc.), order directly from any U.S. Air Force Publications Distribution Office (PDO). These offices are located on every major Air Force base. A complete listing of Allied Publications available through the PDO as in AF index 0-4.

(2) Mail/Fax orders. Send or fax letter to the Defense Printing Office with requested document(s) listed or identified to the following address or fax number:

Standardization Documents Order Desk  
Bldg. 4D  
700 Robbins Avenue  
Philadelphia, PA 19111-5094

FAX: Commercial (215) 697-2978  
DSN 442-2978